

OMC/Document Management Filing Locations

Rev. 0

OHSAS 18001 – Line Organization Files

	Topic / Series Title	Record Description	Foremost Address	BNL Site Specific File Plan DOE Retention DOE Retention	Responsible Party
1.	Occupational Health & Safety (OHSAS 18001) Management System Description (Manual)	The written OSH program of an organization. CONTROLLED DOCUMENT	A\ADM\1000-15-37	ADM-16.1.1 Permanent	SORD OSH Rep in HP80.7 Building 120, Rm 1-22
2.	Occupational Health & Safety (OHSAS 18001) Management Plans	Annual list of targets & objectives and performance indicators for the improvement of the OSH program of an organization. CONTROLLED DOCUMENT	A\ADM\1000-17-06	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	OMC OSH POC, Bldg. 490, Room 5-5 & M:\OHSAS 18001\OMC Organization Objectives.doc
3.	OSH 18001 Support and Risk Assessments Files	Records verifying organizational compliance with the OSH 18001 program. Central file for task lists and JRA/ FRA risk assessments CONTROLLED DOCUMENT	A\ADM\1000-17-16	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	M:\OHSAS 18001
4.	OSH Management Reviews and OSH Records of Decision Documents	Documentation of presentations to senior management on the actions and status of the organizations OSH program.	A\ADM\1000-17-16	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	SORD OSH Rep in HP80.7 Building 120, Rm 1-22
5.	OSH Internal Assessments/ Audits	Self Assessment Plan, Internal Assessment Results of an organization.	A\ADM\1000-20-03	ADM-22.1.A.2 Destroy after 10 years	Self Assessment Plan: M:\Self Assessment\2006 Internal Assessment:SORD OSH Rep in HP80.7 Building 120, Rm 1-22
6.	Local Emergency Planning documents	Contains Local Emergency Response Plan generated for each building at BNL. It may contain the original plan, procedures for an emergency situation, locations of emergency shut offs, building floor plans, in/out door assembly areas and evacuation zone. CONTROLLED DOCUMENT	A\ADM\1000-17-23	ADM-18.27 - Destroy 3 years after issuance of a new plan or directive.	LEC M:\OMCPolicy\Chapter 7.8 Emergency Management
7.	Tier 1 Facility Safety Inspections	Records of routine safety inspections.	A\ADM-1000-17-37.	ADM-18.9 - Cut off at the end of the fiscal year. Destroy 75 years after discontinuation of the facility.	M:\ESH Coordinator File\Tier I
8.	Operating Manuals that are OSH related	Operating Manuals for OSH meters identified in operational control documents such as JRA, FRA, SOP, ESR, Work Permits, etc.	A\ADM\1000-17-36	ADM-17.32A- Retain until item removed from service	Organization uses SHSD personnel for operational control
9.	Equipment Records for OSH meters	Control and Calibration records of Measuring/Test Equipment used in hazard assessments	ENV\2000-04-03	ADM-1.21.2D Destroy 5 years after calibration.	Organization uses SHSD personnel for operational control
10.	R2A2	This series consists of the signed record copy of position descriptions that include information on title, series, grade, duties, and responsibilities and related information for each employee of BNLK.	A\ADM\1000-01-2	ADM-1.7.B Destroy 75 years after position is abolished or description is superseded.	Originals in Personnel file folders in Room 7-102